

The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

MITT ROMNEY  
GOVERNOR  
  
KERRY HEALEY  
LIEUTENANT GOVERNOR  
  
TIMOTHY R. MURPHY  
SECRETARY  
  
PAUL J. COTE, JR.  
COMMISSIONER

PLEASE NOTE:  
Travel Justification memos must be typed  
on this letterhead.  
If you do not have the letterhead, it can be  
found in F:/Common/Documents

**MEMORANDUM**

**TO:** Executive Office of Health and Human Services

**FROM:** John Leahy, DPH Budget Office

**DATE:**

**RE:** Justification for Out-of-State Travel

All travel  
justification  
memos must have  
this heading.

Mr. Timperi has been invited to deliver two presentations at the Joint Annual meeting of Association of State and Territorial Health Officials (ASTHO) and the Association of Public Health Laboratories (APHL) which will be held in St. Paul Minnesota from September 28-October 1, 2004.

This section should list the traveler's name and the name, location, and date of the meeting or conference.

One presentation will highlight the successes of the Massachusetts State Laboratory Institute's web-based electronic laboratory test ordering and reporting system. This presentation will showcase the ITD efforts in Massachusetts where we have developed a first of its kind two-way functional public health laboratory communication system to link health departments and clinical laboratories. This innovative project is likely to be adopted as a model by many state health departments, and will increase funding opportunities for our programs.

Describe the activities or information that will be presented at the meeting or conference. Be careful when using technical terms. Non-scientists will be reading this memo.

In addition to making two presentations, Mr. Timperi will participate in daily planning meetings with other state public health laboratory directors and state health officers. This meeting provides an efficient forum for sharing best practices, forming alliances with other states and improving preparedness for public health emergency responses including terrorism. Attendance at this meeting will improve funding opportunities for Massachusetts and identify innovative means for program improvements.

Describe how this travel will benefit the Commonwealth.

List specific examples.

Funding for this travel will be provided by the federal Bioterrorism Grant.

List the funding source for this travel. If the travel is privately funded, state that the travel is at no cost to the Commonwealth.